



## **WHAT TO DO ONCE A SPECIAL PERMIT or VARIANCE APPLICATION IS APPROVED?**

Once the Special Permit or Variance Decision is written it will be recorded with the Town Clerk and a copy will be sent to you.

If the Decision was to approve the application: Once twenty days have elapsed from the date the Decision was date stamped by the Town Clerk you should bring a copy of the Decision to the Town Clerk. *(Not 20 days from the date of the Public Hearing)*

If there were no Appeals filed, the Town Clerk will give you a document which states no Appeals have been filed. (You will be notified if there are any Appeals filed as soon as/if one is filed).

You will bring the document you received from the Town Clerk and the Decision to the Southern Essex Registry of Deeds, Shetland Park, 45 Congress St., Suite 4100, Salem, MA 01970.

A copy of the Decision stamped by the Registry of Deeds should be submitted to the Inspectional Services Office. If you are going to submit a Building Permit Application you may wait to include the copy of the Decision with the Application. No Building Permit will be approved until a copy of the Decision stamped by the Registry of Deeds is submitted.

The fact that you received an approval by the Zoning Board of Appeals is important but there may be further requirements prior to being able to use the property as stated in the Decision even if construction is not required. Please contact the Building Department at 978-626-5250 or [permitting@hamiltonma.gov](mailto:permitting@hamiltonma.gov) once the Decision is recorded at the Registry of Deeds.